




Licking/Knox Goodwill

Important Update – Please Read Immediately

To: All Licking/Knox Goodwill Staff
From: Timothy J. Young, CEO/President 
Date: March 19, 2020
Subject: COVID-19 Emergency Compensation Response Program

Licking/Knox Goodwill has become a very successful organization because of the work of our staff. To show our appreciation, to retain quality employees, and to create Goodwill in our community, we have developed an Emergency Compensation Response Program as it pertains to the COVID-19 outbreak.

Any staff at an affected worksite will be reassigned to an alternate location with a similar scope of work, pay, benefits, hours, and within reasonable drive time of their current worksite. Each situation will be evaluated on an individual basis. If an individual cannot be placed, Licking/Knox Goodwill will continue to provide them with their same compensation for a period of up to 30 days or until a position becomes available – whichever comes first.

Eligibility:

- Be a staff member at a Goodwill worksite that has been temporarily closed due to the COVID-19 outbreak.
- Be in good standing with the organization.

Program:

- Staff will be temporarily reassigned to a similar worksite.
- Pay, benefits, and number of hours will remain the same as their original worksite. Compensation is based on a six-month average of hours worked.
- The reassignment will continue until their original worksite has reopened.
- Staff who choose not to accept a new, reasonable assignment, will be considered as resigning their position. Additionally, they will not be eligible for the Emergency Compensation Program.
- Staff who cannot be matched with an acceptable worksite will be placed on paid administrative leave for up to 30 days. Their compensation will be based on a six-month average pay.
- While on administrative leave, this disruption will not reduce earned paid time off, sick, or vacation hours. However, employees will not accrue additional hours during the period.

We hope by removing this burden we will assist our staff both financially and emotionally. Licking/Knox Goodwill cares about our employees. Please stay safe.

If you have any questions or concerns regarding this new program, please call or text Cidra Poellnitz, Vice President of Human Resources at (220) 203-1012.